

STATE OF CALIFORNIA

COURT OF APPEAL, THIRD APPELLATE DISTRICT

900 N. Street, Fourth Floor
Sacramento, California 95814
(916) 654-0209

Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: ASSISTANT DEPUTY CLERK I/II/III

CITY: SACRAMENTO, CA

JOB REQUISITION: 2501

OVERVIEW

The Court of Appeal for the Third Appellate District in Sacramento is accepting applications for an assistant deputy clerk. The individual selected will be hired at a level commensurate with his/her qualifications.

DEPARTMENT STATEMENT

Under general supervision, the Clerk's Office handles a variety of legal procedures related to the preparation and processing of appellate court cases. The staff of the Clerk's Office also provides information and assistance to justices, staff, counsel and the public regarding cases on appeal and provides information regarding rules governing appellate procedure. Deputy clerks may rotate through a variety of assignments within a court based upon day-to-day operational needs.

RESPONSIBILITIES

The Clerk's Office is looking for self-starters who are interested in working in a detail-oriented environment that requires a high degree of accuracy. The ideal applicant will possess integrity, initiative, excellent interpersonal skills, and personal adaptability to:

- Perform advanced clerical work in a specific area of case management, involving the filing, processing and disposition of cases;
- Prepare orders;
- Review legal documents;
- Prepare various legal forms and documents;
- Determine the proper handling of court orders;
- Schedule docket, assign court dates, and notify attorneys;
- Enter pertinent information and updated data relating to areas of service and case activity;
- Answer inquiries from and provide information to the public, attorneys, staff, petitioners, and others concerning the California Rules of Court, case information and related activity, by telephone or in person;
- Utilize the computer to retrieve necessary information for concerned parties;
- Maintain attorney lists and other relevant records;
- Perform filing duties; distribute orders, notices and opinions;
- Act as relief for departmental or other employees;
- Handle receipt of monies and fees and balance and reconcile daily cash;
- Sit in on court proceedings and assist the Judiciary as assigned; and
- Perform special projects and related work as required.

QUALIFICATIONS

Ability to operate standard office machines; communicate effectively, both orally and in writing; understand and follow oral and written instructions; and establish and maintain effective working relationships with others.

All levels require the equivalent to graduation from high school.

Assistant Deputy Clerk I -- Requires a minimum of two years of legal clerical processing experience or one year as an Appellate Court Records Assistant or two years as an Office Assistant II in the judicial branch.

Assistant Deputy Clerk II -- Requires a minimum of three years legal clerical processing experience or one year of experience as an Assistant Deputy Clerk I in the judicial branch.

Assistant Deputy Clerk III -- Requires a minimum of four years of legal processing experience, including two years of advanced procedural and legal processing experience at the level of an appellate court deputy clerk or two years of experience as an Assistant Deputy Clerk II in the judicial branch.

Directly related college-level coursework may be substituted for required experience on a year-for-year basis.

DESIRABLE QUALIFICATIONS

Possession of a college degree and proficiency in typing (45+ wpm), data entry, and the use of computer applications, such as Excel, MS Word, and Office 2003.

Ability to:

- Make sound decisions in accordance with laws, regulations, internal policies and procedures;
- Understand complex procedures and prepare material from such procedures;
- Work independently with minimal supervision; and
- Work with individuals from a variety of cultural, economic and ethnic backgrounds.

HOW TO APPLY

Our official application must be completed thoroughly in order to be considered. **Apply by May 15, 2006.**

To apply online, go to <http://www.courtinfo.ca.gov/careers>

OR

Please request application and submit the completed application to:
Cheryl Butler, Supervising Administrative Specialist
Court of Appeal, Third Appellate District
900 N Street, Fourth Floor, Sacramento, CA 95814
Telephone: 916-654-0209

PAY AND BENEFITS

SALARY RANGE FOR POSITION:

Assistant Deputy Clerk I: \$3,103-\$3,771 per month
Assistant Deputy Clerk II: \$3,411-\$4,148 per month
Assistant Deputy Clerk III: \$3,752-\$4,562 per month

Highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

Equal Opportunity Employer

**SUPPLEMENTAL QUESTIONNAIRE
FOR
ASSISTANT DEPUTY CLERK I/II/III
(Job Req-2501)**

This supplemental form is intended to provide more detailed information about your work experience. Your answers to the following questions will allow us to better assess your qualifications. Use additional paper as needed.

1. Describe the method(s) you use for tracking important appointments and deadlines and give examples of the types of deadlines you have dealt with.

2. Are you proficient in data entry? If so, please describe the scope and depth of your experience doing data entry.

3. Please describe your experience dealing with the public, providing information to customers and dealing with diverse populations.

Applicant's signature: _____ **Date:** _____